

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



February 5, 2008

ALL COUNTY LETTER (ACL) NO. 08-06

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL COUNTY FISCAL OFFICERS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: RESERVE FUNDING REQUESTS FOR FISCAL YEAR (FY) 2007/08
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CALWORKS) STAGE ONE CHILD CARE

REFERENCE: COUNTY FISCAL LETTER NO. 07/08-21; BUDGET ACT OF 2007,
SENATE BILL 77, CHAPTER 171, STATUTES OF 2007,
ITEM 5180-403

The purpose of this letter is to inform counties of the availability of CalWORKs child care reserve funds for FY 2007/08. Counties may seek funds from the CalWORKs child care reserve if they determine that the CalWORKs allocation provided to them for FY 2007/08 will not meet their Stage One child care needs. To be approved for child care reserve funds, counties must have a deficit in both their CalWORKs Stage One child care allocation and their Single Allocation. Counties should seek reserve funding prior to discontinuing or placing limits on child care services.

The California Department of Social Services (CDSS) collaborated with the California Welfare Directors Association (CWDA) to develop a process and time line that meets the needs of both CDSS and the counties. The attached template was developed as a starting point for the reserve analysis. Counties in need of reserve funds must complete and submit the attached template by February 29, 2008.

Counties must submit all the information on the template, which includes the following: (1) the amount of funding being sought from the child care reserve; (2) child care and Single Allocation expenditures for FY 2005/06, FY 2006/07, and the first two quarters of FY 2007/08; (3) the child care caseload count and cost per child for FY 2005/06, FY 2006/07, and the first two quarters of FY 2007/08; (4) the projected child care and Single Allocation expenditures for FY 2007/08; and (5) a justification for the child care and Single Allocation projections.

CDSS will use the information provided by the counties to assess counties' need for additional child care funding and to substantiate that need to the California Department of Finance, which must approve all allocations from the reserve. CDSS' assessment of a county's need for additional funding will be based on, but not limited to, the following: (1) the amount of the county's request; (2) child care and Single Allocation expenditures for FY 2005/06, FY 2006/07, and the first two quarters of FY 2007/08; (3) child care caseload count and cost per child for FY 2005/06, FY 2006/07, and the first two quarters of FY 2007/08; (4) the county's full year child care and Single Allocation expenditure projections for FY 2007/08; (5) the county's justification for the full year expenditure projections; (6) CDSS's projections of the county's full year expenditures for FY 2007/08; (7) projected deficits in the child care allocation and Single Allocation; and (8) caseload data from the CW 115 and 115A.

CDSS will determine if there are any other factors, such as but not limited to, unspent prior year funds that will affect expenditures for child care and Single Allocation and will include those in the analysis. To ensure all factors are considered, the County Fiscal Officers and the Child Care Coordinators should collaborate on this request. Counties should be prepared to respond to additional requests for information, if necessary.

Requests may be emailed to Alana.Lee@dss.ca.gov or faxed or mailed to:

Alana Lee, Analyst
California Department of Social Services
Child Care Programs Bureau
744 P Street, M.S. 6-139
Sacramento, CA 95814
Fax (916) 654-1516

Any questions about this ACL should be directed to Alana Lee, Child Care Programs Bureau, at (916) 657-2144.

Sincerely,

Original signed by:

CHARR LEE METSKER
Deputy Director
Welfare to Work Division

c: CWDA

**CDSS Child Care Reserve Request
CalWORKs Stage One Child Care Services**

County: _____

I. Historical Expenditures

Child Care	Expenditures (A)	Caseload (B)	Cost per child (A/B)
FY 05/06			
FY 06/07			
FY 07/08 1 st Quarter			
FY 07/08 2 nd Quarter			
Single Allocation	Expenditures		
FY 05/06			
FY 06/07			
FY 07/08 1 st Quarter			
FY 07/08 2 nd Quarter			

II. Reserve Request

Total Child Care Allocation (07/08)	
<u>Child Care Expenditures</u>	
FY 05/06 Expenditures	
FY 06/07 Expenditures	
% Change from FY 05/06 to FY 06/07	
<i>Projected Expenditures (Apply % change to FY 06/07 to obtain FY 07/08)</i>	
Total Single Allocation (07/08)	
<u>Single Allocation Expenditures</u>	
FY 05/06 Expenditures	
FY 06/07 Expenditures	
% Change from FY 05/06 to FY 06/07	
<i>Projected Expenditures (Apply % change to FY 06/07 to obtain FY 07/08)</i>	

Counties Requested Amount _____

III. Justification

If the expenditures you have reported to the State are different than the expenditures being reported on this form, please explain:

Justification for projected child care and single allocation figures for FY 07/08:

Please explain any changes to the cost per child (e.g. RMR, etc.)

Explain any caseload changes that affect projected expenditures (i.e., Stage 2 cases moving back to Stage 1).

Explain any policy changes that affect projected expenditures.

IV. Other

Any other pertinent information:

V. Contact Information

Completed by:_____

Phone number:_____

Email address:_____